

Food with Care

Child and Adult Care Food Program

Bureau of Nutrition Programs and School Transportation • Iowa Department of Education

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Number 1

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Fiscal Year 2005 is almost here!

Completed Fiscal Year (FY) 2005 applications for CACFP participation were due Friday, August 20, 2004.

Institution and Center Applications

Whether you are completing your institution and center applications on line or on paper, review the applications carefully and where necessary make the appropriate changes to reflect the CACFP operations for FY2005.

Annual Budget

The annual budget must be updated to reflect projected income (if applicable) and expenses for FY2005. Include only expenses that will be reported on your monthly financial report. All organizations must include food costs on the annual budget.

Renewal Packet

CNP-731, the CACFP Center Annual Application Renewal Packet must be completed by **all** CACFP participants. The packet includes the CACFP Management Plan, news media release, CACFP Agreement (CNP-731), Board membership list (if applicable) and the certification statement.

Vended Meals

If you are purchasing meals from a school, the School Food Service Agreement (CNP-120) must be completed. When meals are purchased from other organizations such as Congregate Meals, hospitals, or an adult or child care center from another organization, the Non-School Food Service Contract (CNP-121) must be completed.

License

CACFP requires that the centers have a current license or have documents to demonstrate the renewal process for each FY-05 participating center. Expiration dates on license copies must be clear/readable. This may be accomplished by using a lighter setting on the copier, or placing a piece of waxed paper over the seal to lessen the glare when making a copy.

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Keys to successful completion of the application includes:

- ✓ Review your CACFP operation and determine who is responsible for required CACFP tasks and how the tasks are completed.
- ✓ Answer all questions on the CNP-731. Answers should reflect your organization's policies and procedures for participating in CACFP.
- ✓ Answers should identify who is responsible for CACFP tasks and how the tasks will be accomplished
- ✓ Use the checklist on the cover of CNP-731 to make sure all required items are completed.

What must be sent to the State Agency?

All participants must send the following CACFP documents:

1. Two copies of CNP-731.
2. Two copies of License/in-process of renewal documents for each center.
3. Original and one copy of the Food Service Agreement/Contract (CNP-120 or CNP-121), if applicable.
4. Applications on-line: complete the institution and center applications and the annual budget.
5. Applications on paper: complete the institution and center applications and the annual budget on paper. Return these completed documents with the additional requested CACFP documents.

Note to CACFP Organizations completing the CACFP application on paper:

Please consider submitting your FY2005 CACFP Application Renewal and FY2005 CACFP Reports on-line even though you are currently not on-line. On-line is easy and saves everyone a lot of time, money and effort. Call the State Agency or attend a CACFP Recordkeeping Workshop to learn how to easily submit your CACFP reports on-line.

Due Date: Completed applications were due Friday, August 20, 2004. Send the CACFP paper documents to: Rod Bakken, Lead Consultant
Bureau of Nutrition Programs & School Trans.
Grimes State Office Building
Des Moines, Iowa 50319-0146

Questions or Need Assistance?

If you have questions regarding CACFP applications, call Rod Bakken at 515-281-4760.

Additional CACFP documents to be used in FY2005 are found on-line under "Forms Download" or paper copies have been mailed with the CACFP application.

Do not send these documents to the State Agency.

These documents include:

FY 2005 Income Eligibility Guidelines (IEG):

The IEGs are effective July 1, 2004 until June 30, 2005. This means that any application for free or reduced-price meals that is received starting July 1 can be evaluated for eligibility based on these new IEGs.

Adult Care Letter/Income Form (English):

This income eligibility form and cover letter are for use by Adult Care centers. Copy each document front to back. You must give this form and cover letter for FY2005 to all participating families if your CACFP organization has decided to make this information available.

Childcare Letter-Pricing/Income Form (English):

If your CACFP organization has a separate meal charge in addition to child care tuition, you will need to use the pricing cover letter with the income eligibility form. Copy each document front to back. You must give this form and cover letter for FY2005 to all participating families.

Child Care Letter-Non-pricing/Income Form (English):

If your CACFP organization has only a childcare tuition charge, you will need to use the non-pricing cover letter with the income eligibility form. Copy each document front to back. You must give this form and cover letter for FY2005 to all participating families if your CACFP organization has decided to make this information available.

Civil Rights Complaint Form:

This document must be completed if/when there is a Civil Rights complaint regarding participation in CACFP.

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Appeal Procedures (Standard and Abbreviated):

If your organization receives a serious deficient determination, you have a right to appeal the decision. This document outlines the responsibilities, timelines, and procedures that your organization must follow to appeal the decision.

Building for the Future Brochure:

This brochure describes the CACFP and gives the Civil Rights statement. This brochure should be given to all parents and potential participants.

Income Eligibility Form in other Languages:

The following language translations of the Parent Cover Letter and the Income Eligibility Form may be downloaded from the USDA web site

<http://www.fns.usda.gov/cnd/translations/>:

Japanese, Korean, Laotian, Portuguese, Russian, Serbian, Somali, Spanish, Cambodian, Chinese (Mandarin), Creole, Croatian, French, Hindi, Hmong, Thai, Urdu, and Vietnamese.

CACFP Claim Deadlines

CACFP center monthly meal participation and financial claim must be submitted in a timely manner in order to receive CACFP reimbursement on schedule.

Claims submitted on line:

Center claims must be completed on line by 3 PM on the 15th of the month in order for the claim to be paid on schedule. The Web system is closed at 3 PM.

Please note: If the 15th is on a weekend or a State holiday, the claim is due by 3 PM on the next State working day.

September 2004						
S	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The State holidays are:

- New Year's Day (January 1)
- Martin Luther King Birthday (3rd Mon. in Jan.)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (4th Friday in Nov.)
- Christmas Day (December 25)

If you wait until the 15th to submit the claim on the Web you may encounter difficulties, such as:

- ❖ Too many people trying to access the web system, which may cause the system to not work as expected.
- ❖ Best plans may fall apart because of an emergency at the center or in the administrative offices

Claims submitted on paper:

CACFP organizations submitting the monthly claim on paper must send the claim to the State Agency by the 10th of the following month. If the 10th is a holiday or weekend, the claim is due the next State working day (see the State holidays above). Claims received after this day may be delayed for payment until the following month.

Suggestions for timely completion of the monthly claim (whether on line or submitting on paper)**Record Organization**

Establish monthly files for the required CACFP records. Put completed CACFP records in the file as they are completed. Records will be easy to locate when you need to work on them for the monthly claim.

Daily Routines

Establish daily routine for completing CACFP required records. This will help you to submit your monthly claim early in the next month.

1. Meal participation records must be marked (X) during mealtime.
2. Record food, nonfood receipts, staff salaries (depending on what allowable categories are approved to be claimed by your organization) on CNP-50 as they occur.

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3. Enter income for children's meals (for pricing institutions) and/or monies designated for CACFP use when they are received on CNP-50.

Weekly Routines

1. At the end of each week and on the last day of the month:
Code free and reduced-price eligible meals.
Total free, reduced-price, and paid meal counts.
2. Transfer the daily totals to the summary worksheet, CNP-50.

End of the Month Routines

1. At the end of the month total and transfer the last of the month's meal totals to CNP-50.
2. Total the meal participation columns on CNP-50.
3. Transfer all totals to the monthly meal participation claim.
4. Total the income column on CNP-50 (if applicable).
5. Total the expenses entered on CNP-50.
6. Transfer all totals to the monthly financial claim.

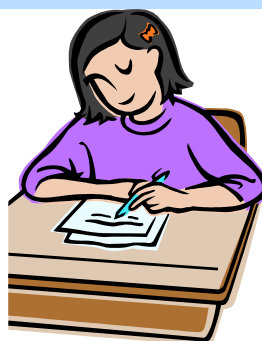
If you are having difficulties submitting the monthly claim in a timely manner, review your daily, weekly and monthly procedures for completing and managing CACFP records. Review your CACFP annual Management Plan to determine if your organization's responsibilities outlined are being followed. It may be necessary to write and implement a plan of action outlining key staff members and CACFP responsibilities and how these required CACFP tasks are to be completed.



Have you heard?

- The Department of Education has recently completed some restructuring. The change most directly impacting you is the name of the Bureau through which the USDA Child Nutrition Programs are administered. The new name is the Bureau of Nutrition Programs and School Transportation. You shouldn't notice any significant change in services or program operations as a result of the re-organization. Over time you will see the change fully implemented in print and on the web as previously distributed resources are reprinted, changes are made to the DE web site and so on. As the name implies all of the USDA Child Nutrition Programs continue to be administered through the Bureau. In addition, the Department of Education staff that work with the area of School Transportation—inspections, training, etc. are now part of the new expanded Bureau.
 - The USDA Child Nutrition Programs were reauthorized this summer. The reauthorization impacted all of the Child Nutrition Programs in some way. Changes to CACFP were relatively few in number, however some of those are very important. In addition, some of the school changes may have an indirect impact on CACFP. As USDA issues guidance and regulations (as needed) on the reauthorization, more information will be forthcoming from the Department via official memo.
- Even though lots of changes won't be forthcoming in CACFP related to reauthorization, other changes may be forthcoming this year with the release of an interim rule by USDA related to ongoing initiatives to improve program integrity in CACFP.
- The work the Bureau has done with the support of CACFP partners in developing the Early Childhood "Setting the Stage" Team Nutrition kits has been recognized by USDA with an award. At the National CACFP Professionals meeting the Building for the Future Award in the category of Nutrition Education by State agencies was presented to Iowa. If you haven't heard about the kit and would like more information, contact your CACFP consultant.

CACFP Workshop Reminder



To register for any of the following CACFP upcoming workshops, contact Janelle Loney at 515-281-5356 or Janelle.Loney@iowa.gov

Who should attend?

CACFP Center staff, new directors, and Board members should attend to learn about CACFP responsibilities for participation, completing the monthly claims, and maintaining the required CACFP documentation.

CACFP Recordkeeping

Explains basic CACFP records, meal pattern requirements, and on-line claim procedures

October 13, 2004—9:00-2:30 p.m.

Des Moines and ICN sites: Davenport, Harlan, Marshalltown, Milford, Ottumwa, and Elkader

Basic Menu & Food Production Record

Reviews guidelines for feeding and claiming infants in CACFP. The Infant Feeding Book will be the reference for this workshop.

PLEASE NOTE DATE CHANGE

October 20, 2004—9:00-3:00 p.m.

Des Moines and ICN sites: Cedar Falls, Cherokee, Harlan, Ottumwa, Tipton, Webster City, Marshalltown, and Cresco

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What's NEW with Team Nutrition?

Many of you have heard about the USDA's Team Nutrition through the various grants and activities that have been ongoing in Iowa over the last seven years. For those of you that may not have been an active part of these plans here is some background information. Team Nutrition is an integrated, behavior based, comprehensive plan for promoting the nutritional health of the nation's children. This plan involves the USDA Child Nutrition Programs and program sponsors, schools, parents, and the community in efforts to continuously improve school meals, and to promote the health and education of 50 million children in more than 96,000 schools nationwide. Team Nutrition's goal is to improve children's lifelong eating and physical activity habits by using the principles of the Dietary Guidelines for Americans and the Food Guide Pyramid.

The new emphasis in Iowa is offering Team Nutrition related resources and training for early childhood programs. This helps child nutrition programs educate both children and their parents on healthy eating and physical activity for younger children. It has been widely publicized that our nation's children are facing a health crisis because of the increasing rate of obesity. Statistics report that the frequency of overweight children has doubled since 1970. In response to this health crisis, the USDA has launched an effort to foster healthy nutrition environments that support healthy eating and physical activity.

How would you rate your program?

Does your center teach good nutrition in the classroom and then sell soda and candy to raise money? Are healthy food choices available at parties and other activities? Are healthy eating and physical activity priorities in your center? Healthy childcare environments provide positive messages that help children develop healthy habits for a lifetime.

The USDA has worked to design a resource called "Nibbles" that contains messages for families with young children. This resource is designed to assist centers to reach families with important nutrition and physical activity messages.

Where can you go to join Team Nutrition and get lots of resources and information?

To join USDA's Team Nutrition, go to the Bureau of Nutrition Programs and School Transportation (formerly Bureau of Food and Nutrition) website <http://www.state.ia.us/educate/ecese/fn/> and print the Team Nutrition enrollment form and mail it to the State Agency. You can also go to the USDA Team Nutrition website at: www.fns.usda.gov/tn. Team Nutrition is helping children to make healthy food and physical activity choices. Parents can find healthy recipes, a ten-step guide for parents to encourage healthy eating and fun nutrition-related activities for the whole family. Students are also encouraged to go to this site to find a special student section designed by middle school students to provide an interactive approach to learning about their health and nutrition.

Other Online Resources

CDC Guidelines for School Health Programs to Promote Lifelong Healthy Eating material can be found at:

<http://www.cdc.gov/nccdphp/dash/guidelines/index.htm>

CDC Guidelines for School and Community Programs to Promote Lifelong Physical Activity Among Young People material can be found at:

<http://www.cdc.gov/nccdphp/dash/guidelines/index.htm>

EAT SMART. PLAY HARD. educational materials and information.

<http://www.fns.usda.gov/FNSmascot/default.htm>



Meet Our New Staff

Nancy Christensen

Nancy is the newest consultant in the Bureau and started on March 22, 2004. She has been focusing on CACFP since she arrived but will start working with schools in the fall. She is a registered dietitian and a graduate of the University of Iowa (go Hawks!!), and she completed her master's degree at the University of Southern Maine. Nancy lived in Maine for 20+ years and just recently returned to Iowa to be nearer family. She's glad to be back and has been enjoying the sweet corn and the rolling prairies and the great people. In her spare time, she quilts and gardens but her passion is dogs. She is licensed to judge dog shows and competes with her Pembroke Welsh Corgis and Bulldogs.

Mary Kay Madsen

Mary Kay Madsen is a native Iowan, who has lived and worked in Sioux City, Iowa City, and Waterloo. She started working with the Bureau in August of 2003 and has worked with school programs and this past summer has been working with CACFP programs. Iowa State Extension Service, University of Iowa Hospitals and Clinics, and most recently Sodexo Services as the school food service director in Waterloo have been some of her previous work experiences. The mother of twin daughters, she now is an avid gardener, quilter, and loves to cook, volunteer, and travel. While a graduate of Iowa State University and the University of Iowa—she is a loyal Cyclone fan.

Robin Searles

Robin Searles joined the Bureau of Food and Nutrition in August 2002. She is a registered dietitian and received her Master's degree from Iowa State University in 1985. She has worked in various positions in dietetics in Iowa and Minnesota. In 1993 she completed Snacks for Little Chefs, a Seasonal Book of Snack Activities for Preschoolers for the Iowa Department of Education. From 1997-2000 she was employed by the Minnesota Department of Education, Food and Nutrition Service as a dietitian working with child nutrition programs and later served as a Family Child Care Home Sponsor director. Robin currently works with the National School Lunch Program, Summer Food Service Program, Food Stamp Nutrition Education BASICS Program, and Child and Adult Care Food Program. Robin is originally from Iowa and loves being back in the state. She enjoys cooking, outdoor activities and spending time with family and friends.

Ginny Huntington's Retirement

Ginny Huntington has been a consultant with the Bureau of Food and Nutrition for 17 years working with the Child and Adult Care Food Program as well as nutrition education grants.

Ginny has recently retired from the Bureau with her last day being July 6, 2004. She is looking forward to pursuing her many out-of-doors interests such as camping and bird watching, her in-door interests such as quilting, and her travel interests. Ginny and her husband Stu, who recently retired from Iowa State University, plan on traveling to many interesting places (as one would expect from former Peace Corps Volunteers).

The Bureau wishes Ginny well; her contributions to child feeding programs and the children of Iowa are greatly appreciated.